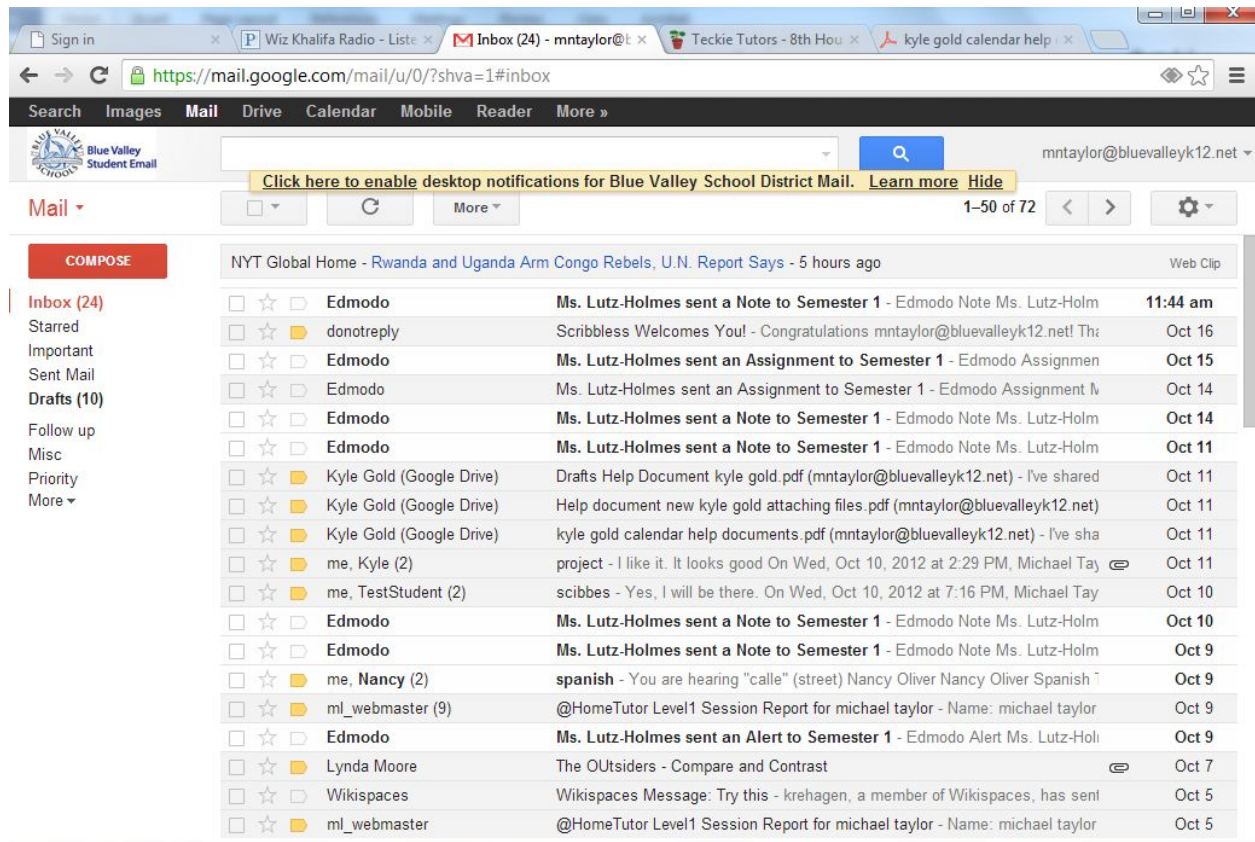


How to add a contact.

First you need to bring up the main email screen



Click on the mail. You will see contacts, click on the contacts



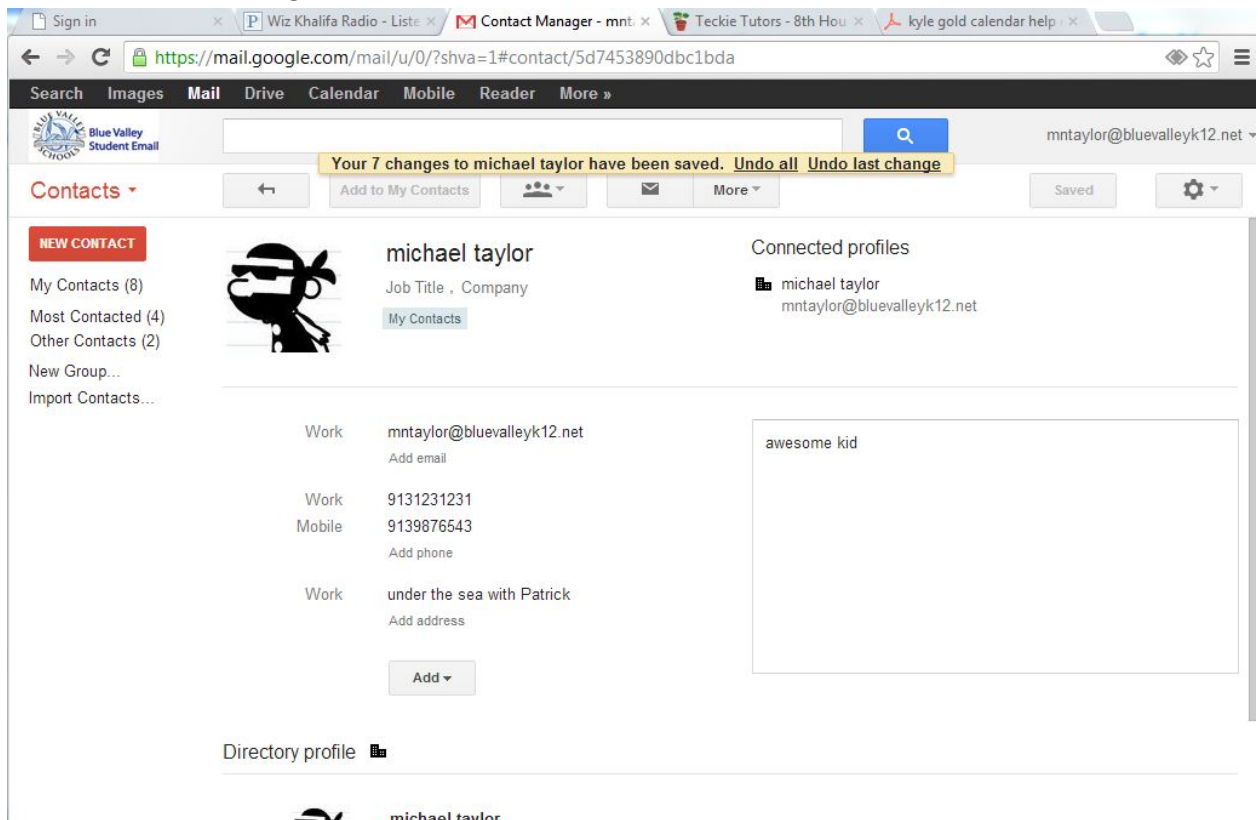
Click on the mail and then click on the contacts. This will pop up click on the new contacts.

This screenshot shows a Gmail interface with a contact named 'ME' selected. The contact's profile picture is a yellow smiley face with a blue sunburst background. The contact information includes the email address 'mntaylor@bluevalleyk12.net' under the 'Work' category. There are input fields for 'Work Phone', 'Mobile Phone', and 'Address', each with an 'Add' button. A large text area on the right is labeled 'Add a note'. The left sidebar shows 'My Contacts (7)', 'Most Contacted (4)', 'Other Contacts (2)', 'New Group...', and 'Import Contacts...'. The top navigation bar includes 'Search', 'Images', 'Mail', 'Drive', 'Calendar', 'Mobile', 'Reader', and 'More'. A yellow banner at the top reads 'Click here to enable desktop notifications for Blue Valley School District Mail. Learn more Hide'. The browser address bar shows the URL 'https://mail.google.com/mail/u/0/?shva=1#contact/1996f248c305a85'.

You will see this. Fill out all the things you know about the person.

This screenshot shows the 'Add new contact' page in Gmail. The page has a header with 'Add name' and 'Job Title, Company'. Below this are input fields for 'Email', 'Work Phone', 'Mobile Phone', and 'Address', each with an 'Add' button. A large text area on the right is labeled 'Add a note'. The left sidebar shows 'My Contacts (7)', 'Most Contacted (4)', 'Other Contacts (2)', 'New Group...', and 'Import Contacts...'. The top navigation bar includes 'Search', 'Images', 'Mail', 'Drive', 'Calendar', 'Mobile', 'Reader', and 'More'. A yellow banner at the top reads 'Click here to enable desktop notifications for Blue Valley School District Mail. Learn more Hide'. The browser address bar shows the URL 'https://mail.google.com/mail/u/0/?shva=1#contact/new'. At the bottom, there is a copyright notice: '©2012 Google - older version - Terms - Privacy Policy'.

It should look something like this.



It will add it automatically. You have just added a contact.